



NC DEPARTMENT OF  
**HEALTH AND  
HUMAN SERVICES**  
Division of Child Development and Early  
Education

**ROY COOPER** • Governor  
**MANDY COHEN, MD, MPH** • Secretary  
**ARIEL FORD** • Director

**Dear County Directors of Social Services and Local Purchasing Agencies**

**Date:** February 22, 2021

**Letter Number:** SCCA DCDL 2021 – #01

**Attention:** Directors of County Departments of Social Services  
Directors of Other Local Purchasing Agencies  
Child Care Coordinators, Supervisors, and Managers  
Other DSS Personnel who work with the Subsidized Child Care Assistance Program

**Subject:** DCDEE's response to Recertification Packets during COVID-19 Pandemic

The Division of Child Development and Early Education (DCDEE) is aware that due to the COVID-19 pandemic, there has been reported delays with postal service that potentially may impact recipient's receipt of recertification packets. This potential delay may not allow recipients to complete and submit recertification packets in a timely manner.

DCDEE does not want the delay of the postal service to negatively impact families receiving services as we maneuver through this pandemic. DCDEE has taken the circumstance into consideration and will allow a temporary 20-calendar day grace period for recipients who submit their recertification packet late during this time. For example, a recertification packet turned in prior to March 20<sup>th</sup> for a certification period that ended February 28, 2021 should be honored and processed to avoid an interruption in the recipient's services. When processing recertifications in this manner, the last date of the certification period should be used as the received date in NC FAST. Child Care workers should also document in the recipient's record that the recertification is being completed within the 20-calendar day grace period.

This temporary grace period can be applied to recertification periods that ended January 31, 2021 and future months through June 30, 2021. DCDEE will reassess the situation prior to June 30<sup>th</sup> and provide additional guidance as to whether or not the grace period will continue to be allowed.

Please note that recertification reports within NC FAST will not reflect this temporary grace period and counties will not be found in error for processing a recertification late during this time period. Again, child care workers should document in the recipient's file that the recertification is being processed late and that this is allowed per this Dear County Director Letter.

Under no circumstances should a recertification be processed after the last day of the month after the certification period.

If you have questions about the information in this letter, or other Subsidized Child Care Assistance Program questions, please contact [dcdee.subsidy.policy.help@dhhs.nc.gov](mailto:dcdee.subsidy.policy.help@dhhs.nc.gov) or your Technical Assistance Consultant to reach technical assistance and policy consultation.

Sincerely,

Ariel Ford  
AF/LD

**NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF CHILD DEVELOPMENT AND EARLY EDUCATION**

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